Installation Guide

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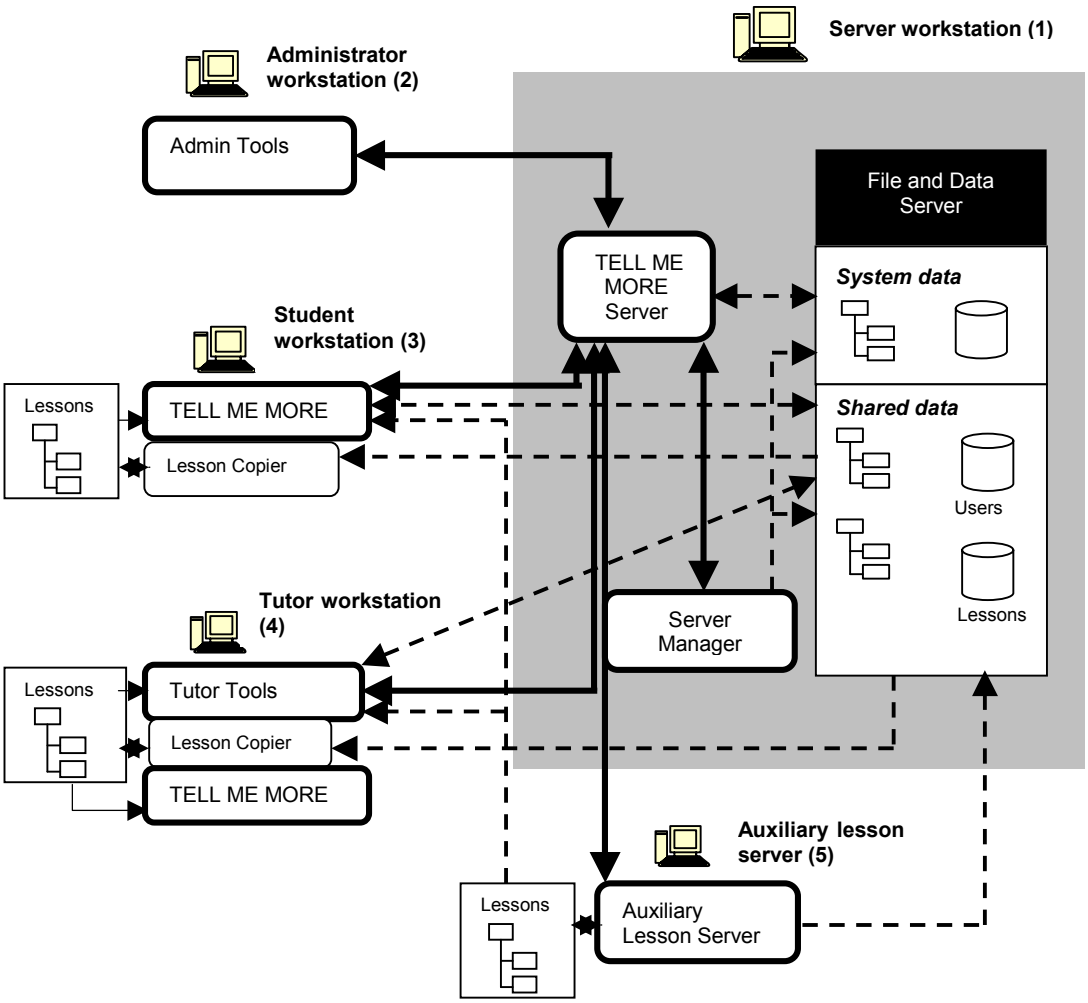
TELL ME MORE® Education: system set-up

This diagram shows the standard system set-up of **TELL ME MORE® Education** for a multi-workstation licence.



⟷	**Http** protocol server connection, most frequently used for identification purposes
⟷	Network access to data and files
⟷	Local connection

Server workstation: designated workstation for the technical administrator to configure the system and the File and Data Server.
Administrator workstation: designated workstation for the Administrator to organise the structure of the Tutoring Service (students, Tutors, language and student groups) using the **Admin Tools** application.
Student workstation: designated workstation for students to work in **TELL ME MORE®**.
Tutor workstation: designated workstation for the Tutor to organise, follow and personalise student training using the **Tutor Tools** application.
Auxiliary lesson server: designated workstation for the technical administrator to copy the lesson content of **TELL ME MORE®** onto an auxiliary server. According to the needs and configuration of the network on which **TELL ME MORE® Education** is installed, the installation of this workstation is optional.

Note:
Depending on the network configuration, all applications can be installed on the same workstation.

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INTRODUCTION

This guide is aimed at assisting and facilitating the installation of **TELL ME MORE® Education** on the server and associated workstations.
This guide also describes the functions of the following applications:
- **Server Manager**: to define and modify the **TELL ME MORE® Education** user parameters;
- **Lesson Copier**: to copy the lesson content onto student or Tutor workstations;
- **Auxiliary Lesson Server**: to copy the lesson content onto a workstation accessible through the network.

***Note**:*
*To know more about different applications and concepts addressed in this guide, refer to the **Glossary**.*

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INSTALLATION OF TELL ME MORE® EDUCATION

Required Configuration

Different types of configuration possible

The main requirement to use **TELL ME MORE® Education** through a network is to be able to provide lesson access at an output rate of 2 MB/second for each student workstation connected to the network.
Depending on the server on which the software is installed, this rate may not always be maintained (due to a weak server connection, high number of student workstations, etc.).
To avoid this problem, different installation configurations are possible:

Type of configuration	Description	Properties
Configuration 1	Copies the lesson content onto the server's hard disk.	Default configuration
Configuration 2	Makes a local copy of the lesson content on each student and/or Tutor workstation.	The 'Lesson Copier' application enables the server lesson content to be copied onto student and/or Tutor workstations.
Configuration 3	Copies the lesson content onto the server's hard disk as well as onto one or more auxiliary lesson servers.	The 'Auxiliary Lesson Server' application enables the lesson content to be copied onto an auxiliary lesson server.
Configuration 4	Provides access to the lesson content from a CD-ROM for one or more student or Tutor workstations.	Requires a CD-ROM for each workstation.

Note:
*The individual configuration of each student/Tutor workstation can also be defined. To know more about this, refer to the **Server Manager/Workstations** section.*

Examples of network types and their corresponding configurations

Example: a network with a weak output rate (10 MB/s) and few workstations (less than 10 workstations)
- 1-5 workstations: the lesson content is copied onto the server's hard disk (**Configuration 1**).
- 6-9 workstations: it is preferable to make a local copy of the lesson content on each workstation (**Configuration 2**) or use a CD-ROM for each workstation (**Configuration 4**).

Example: a multimedia suite with a network output rate of 100 MB/s
- 1-25 workstations: the whole lesson content can be copied onto the server's hard disk (**Configuration 1**).
- 25 workstations or more: the 2 MB/s output rate to access the lesson content must be respected for each workstation connected to the network. In this case, it is possible to:
  - make a local copy of the lesson content on each workstation (**Configuration 2**);
  - copy the lesson content onto the auxiliary lesson servers (**Configuration 3**);
  - use a CD-ROM for each workstation (**Configuration 4**).

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For the server and auxiliary lesson servers

Number of TELL ME MORE® Education users connected simultaneously to the local network	1-5	6-10	10-25	26 or more
Processor	Pentium® 200	Pentium® II 400 MHz	Pentium® III 450 MHz	Multiprocessor or several servers (with auxiliary lesson servers)
RAM	128 MB		256 MB	512 MB
Operating system	Windows® 95, 98, Millennium, NT4 (128 MB), 2000, XP, XP Pro and 2003 (192 MB)		Windows® NT4 Server, 2000 Server and 2003 Server (512 MB)	
Server and network transmission band	10 MB/s	100 MB/s or 10 MB/s for **Configurations 2** and **4**		2 MB/s per active workstation or 100 MB/s for **Configurations 2, 3** and **4**
Disk space required to store server data	300 MB + 1 MB per student			
Disk space required to copy lesson content	Refer to the table below			
Network protocol	TCP/IP (network layer) Port 81 or 82, available and dedicated to the **TELL ME MORE® Education** Server			

Note:
*The data (TELL ME MORE® Education Server and lesson content) can also be installed on a non-Windows® server. However, the applications must be installed on workstations equipped with Windows®. To know more about this, refer to the FAQ (Frequently Asked Questions) in the **AurDoc** directory on the root directory of the Installation CD-ROM.*

Disk space required to copy the lesson content

The disk space required to copy each language's lesson content is displayed in the table below. The sizes are given for disks with FAT 32 entry support.

British English, Spanish, German, French	**Size (approx.)**
- Pack 1 (4 CD-ROMs)	1.3 GB
- Pack 2 (3 CD-ROMs)	1.3 GB
- Pack 3 (3 CD-ROMs)	1.3 GB
Total	3.1 GB
American English	**Size (approx.)**
- Pack 1 (3 CD-ROMs)	750 MB
- Pack 2 (2 CD-ROMs)	700 MB
Total	1.4 GB
Italian	**Size (approx.)**
- Pack (5 CD-ROMs)	1.4 GB
Dutch	**Size (approx.)**
- Pack (2 CD-ROMs)	730 MB

The disk space required to copy one CD-ROM is approximately 500 MB on a disk with FAT 32 entry support.

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For the student or Tutor workstations

Configuration	Minimum	Optimal
To use TELL ME MORE®		
PC or compatible	Celeron® 333 MHz or equivalent	Pentium® III 650 MHz or equivalent
Windows®	95*, 98, NT4*, Millennium, 2000, XP or 2003 *** Note:** **Windows® 95 and NT4 require Microsoft® Internet Explorer 4 or later.**	
RAM	64 MB (128 MB for NT4, Millennium, 2000, XP and 2003)	128 MB (256 MB for NT4, Millennium, 2000, XP and 2003)
Available hard disk space	70 MB	100 MB
Network protocol	TCP/IP (network layer)	
Sound card	16-bit Windows®-compatible sound card	
Graphics card	800x600 in 65,536 colours (16 bits)	1024x768 in 16 million colours (24 bits)
Accessories	Microphone and speakers or headset	
Internet		Connection
To access the TELL ME MORE® lesson content		
Network transmission band	10 MB/s (not necessary for a single workstation licence)	
For Configurations 3 and 4		
Hard disk space required (Configuration 3)	Refer to the table **Disk space required to copy the lesson content** above	
CD-ROM drive (Configuration 4)	8x CD-ROM drive	24x CD-ROM drive

For the Administrator workstation

Configuration	Minimum	Optimal
PC or compatible	Celeron® 333 MHz or equivalent	Pentium® III 650 MHz or equivalent
Windows®	95*, 98, NT4*, Millennium, 2000, XP or 2003	
RAM	64 MB (128 MB for NT4, Millennium, 2000, XP and 2003)	128 MB (256 MB for NT4, Millennium, 2000, XP and 2003)
Available hard disk space	10 MB	100 MB
CD-ROM drive	8x CD-ROM drive	24x CD-ROM drive
Graphics card	800x600 in 65,536 colours (16 bits)	1024x768 in 16 million colours (24 bits)

Note:

*This configuration is only valid for the installation of 'Admin Tools'. If the **TELL ME MORE®** application must be installed on the Administrator workstation, the optimal configuration is the same as that for the student or Tutor workstations.*

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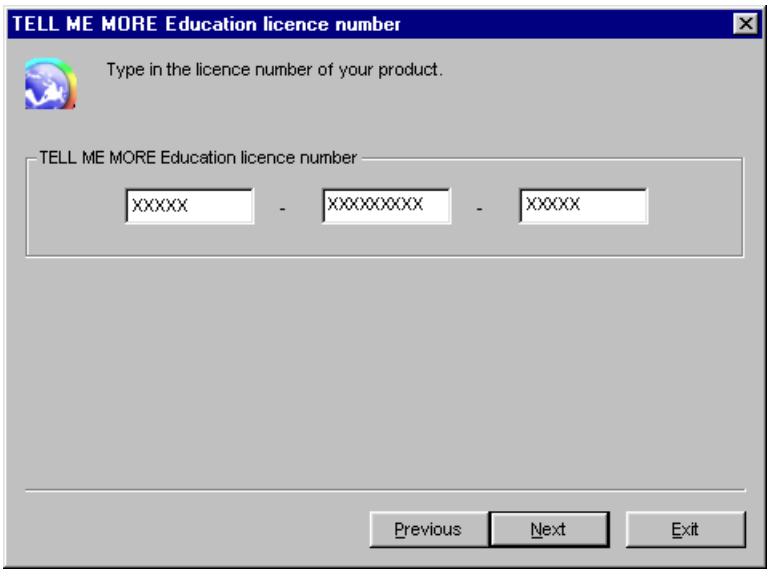
Installation of TELL ME MORE® Education

You must install:
1. the server;
2. the Administrator workstation;
3. the student workstation(s);
4. the Tutor workstation(s).

The server and applications can be installed either on a single workstation or on several depending on the type of installation you implement.

***Note**:*
*For all non-Windows® network installation (e.g. Novell, Linux), refer to the process described in the FAQ (Frequently Asked Questions) in the **AurDoc** directory on the root directory of the Installation CD-ROM.*

1. Insert the Installation CD-ROM into the CD-ROM drive. Installation will begin automatically after a few seconds. If this does not occur, double-click on **Setup.exe** in the **AurInst** on the root directory of the CD-ROM.
2. Click on **Next** on the welcome page.
3. Carefully read the **TELL ME MORE® Education** licence contract. If you accept its terms, click in the **Yes** box and then on **Next** to continue with the installation. If you click in the **No** box, the installation will be stopped.



4. Type in the licence number from the **TELL ME MORE® Education** licence, then click on **Next**.

If you are installing **TELL ME MORE® Education** on a multi-workstation licence, refer to the **For multi-workstation licences** section.
If you are installing **TELL ME MORE® Education** on a single workstation licence, refer to the **For single workstation licences** section.

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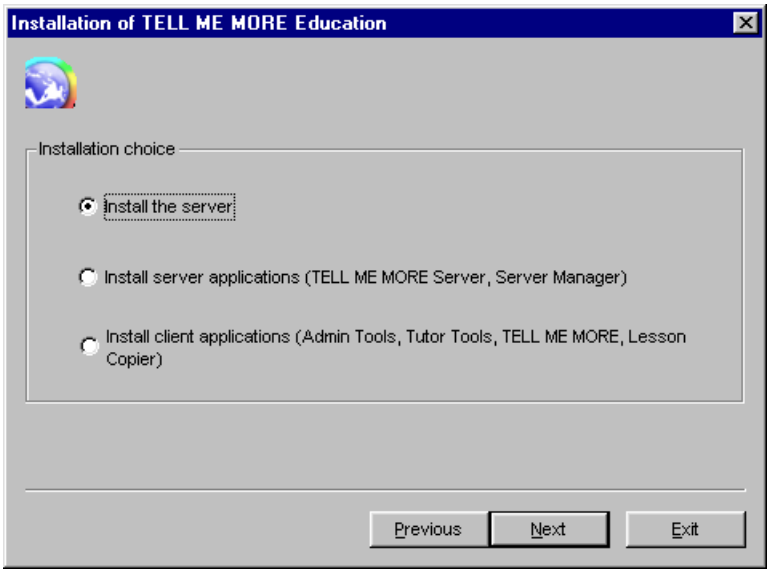
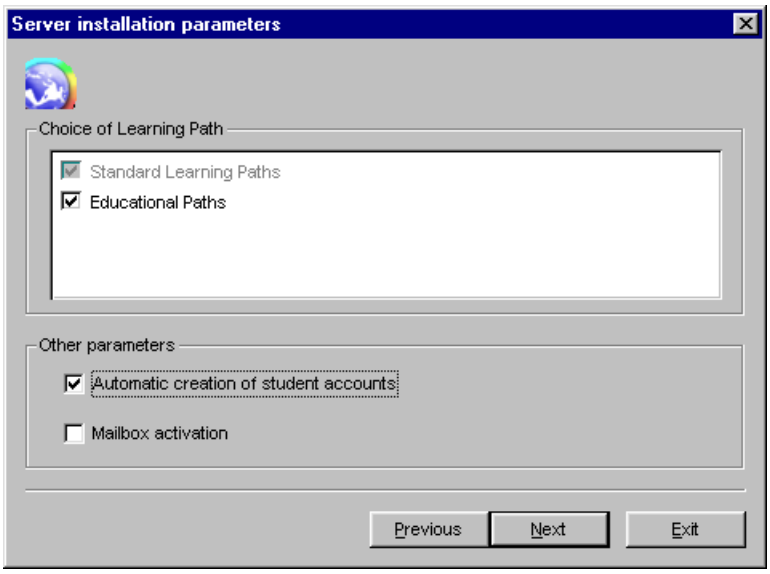
For multi-workstation licences

***Note**:*
*Ensure you have first carried out steps **1** to **4** of the **Installation of TELL ME MORE® Education** section.*


Installation of TELL ME MORE Education
Installation choice
Install the server
Install server applications (TELL ME MORE Server, Server Manager)
Install client applications (Admin Tools, Tutor Tools, TELL ME MORE, Lesson Copier)
Previous
Next
Exit

To install the server and server applications

1. Select **Install the server**, then click on **Next**.



This screen allows the activation/deactivation of certain parameters in **TELL ME MORE® Education**.

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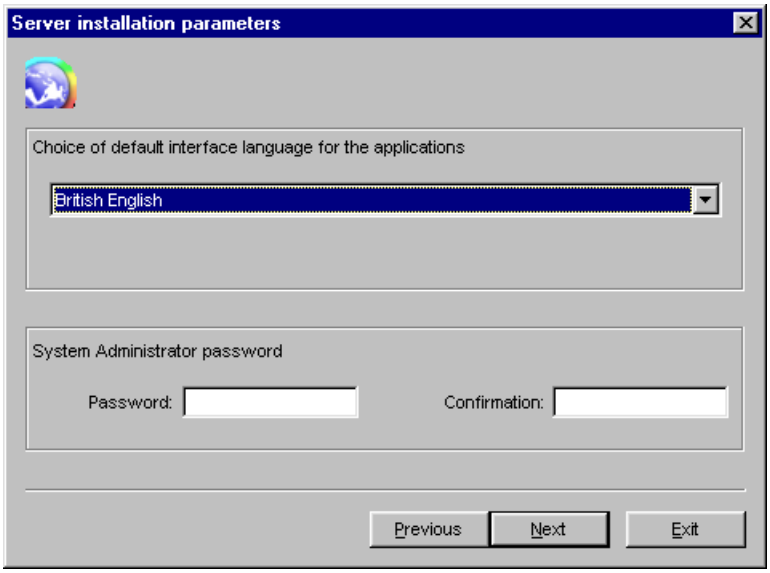
Parameter	Status (by default)	Description
Choice of Learning Path *(Learning Paths available in the Guided Mode of **TELL ME MORE®**)*		
Standard Learning Paths	Activated (non-modifiable)	There is a Standard Learning Path for each language and each Lesson Family.
Educational Paths	Activated (modifiable)	Specific Learning Paths
Other parameters		
Automatic creation of student accounts	Activated *(only modifiable after being installed in **Server Manager**)*	When this parameter is activated, a student account is automatically created (in **Admin Tools**, according to the default values) when the student identifies themselves at the start of **TELL ME MORE®**.
Mailbox activation	Deactivated *(only modifiable after being installed in **Server Manager**)*	When this parameter is activated, students and Tutors can communicate by e-mail.

2. To activate/deactivate a parameter, click on the corresponding box.
3. Click on **Next**.



4. Select the default interface language of the server and client applications (i.e. the language in which the on-screen instructions will be given).
5. Type in a password (max. 16 characters) for the Administrator applications of **TELL ME MORE® Education** (**Server Manager**, **Admin Tools**, **Lesson Copier** and **Auxiliary Lesson Server**).
6. Click on **Next**.

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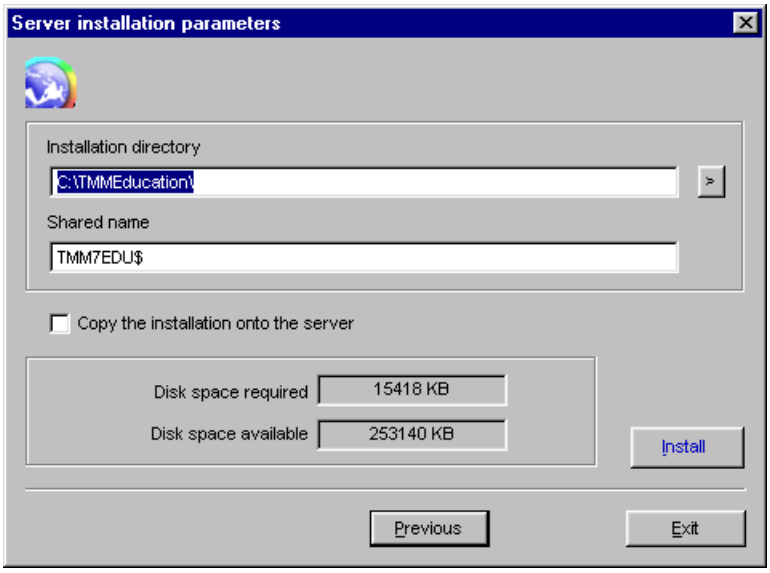
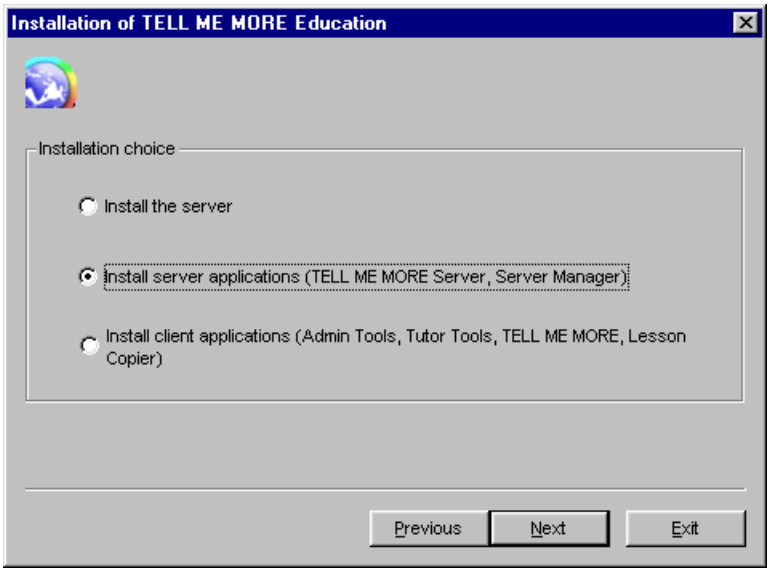


7. Either confirm or modify the directory in which you wish to copy the files necessary for **TELL ME MORE® Education**, as well as the shared name of the corresponding directory (i.e. the directory network name). By default, it is TMM7EDU$ (the $ means the shared name is not visible via the network for reasons of security). You can modify the shared name or even remove the $.

***Note**:*
*Once the installation is completed, you can define the rights (read/write) of the different directories. Refer to the FAQ (Frequently Asked Questions) in the **AurDoc** directory on the root directory of the CD-ROM.*

8. Click on **Copy the installation onto the server** if you want to carry out installation of the client applications on the other workstations (student or Tutor workstations) without having to insert the CD-ROM each time. Note the shared name of the directory in which the installation is located.
9. Check there is sufficient disk space available, then click on **Install**.


Installation of TELL ME MORE Education
Installation choice
Install the server
Install server applications (TELL ME MORE Server, Server Manager)
Install client applications (Admin Tools, Tutor Tools, TELL ME MORE, Lesson Copier)
Previous
Next
Exit

10. Select **Install server applications (TELL ME MORE Server & Server Manager)**.

***Note**:*
*It is strongly recommended to install the server applications (***TELL ME MORE Server & Server Manager**) at the same time **and** on the server workstation

11. Click on **Next.**

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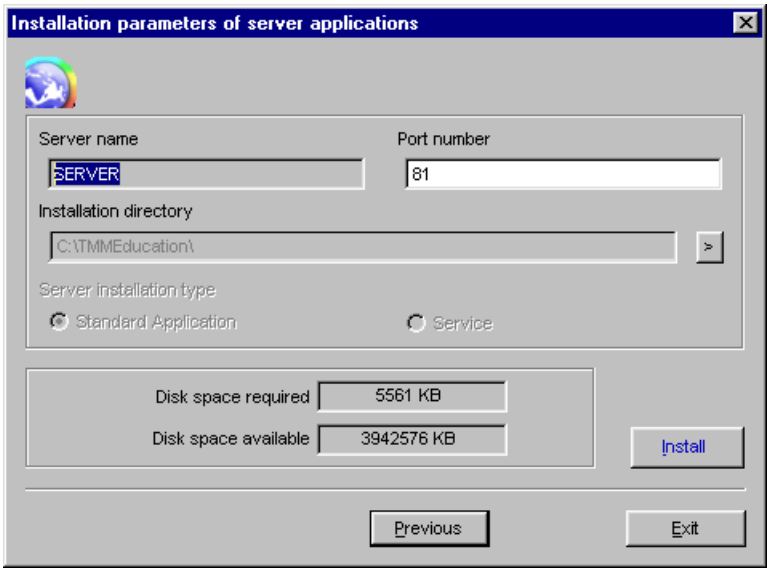

12. Confirm the server name, as well as the port number of the *http* server (which can be modified if necessary).
13. Select the server installation type.

Caution!
*This parameter is only modifiable if the installation is carried out on a workstation equipped with Windows® NT, 2000, XP or 2003. In all other cases, the **Standard Application** is selected by default and is non-modifiable.*
*Note: installing the server applications under the **Service** installation type allows them to function without having to open Windows®.*

14. Check there is sufficient disk space available, then click on **Install**.

To install the client applications

Caution!
The server and server applications must be installed and the server functioning before installing the client applications.

You can install the client applications on one or several workstations. In both cases, the installation procedure is the same.
If you have copied the installation onto the server (refer to point **8** of the **To install the server and server applications** section), the installation executable (**Setup.exe**) can be found in the **Install** directory.
This directory is accessible from the network under \\servername\sharedname\Common\Install
(ex : \\SERVER\TMM7EDU\Common\Install).
If you have not copied the installation onto the server, insert the Installation CD-ROM into the CD-ROM drive. Installation should begin automatically after a few seconds. If this does not occur, double-click on **Setup.exe** in the **AurInst** directory on the root directory of the CD-ROM.

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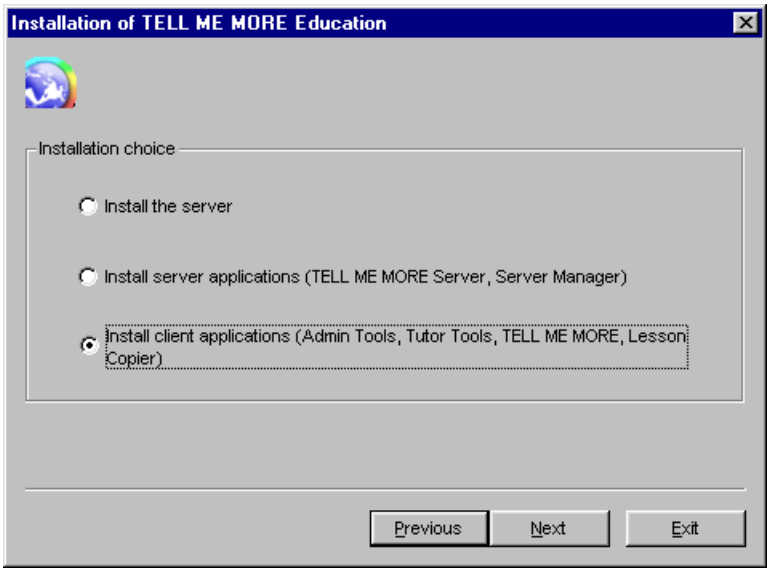
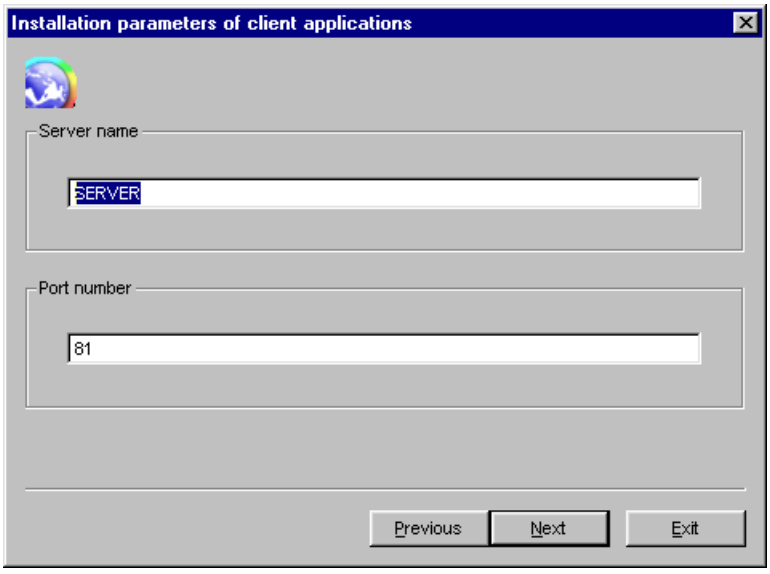

Installation of TELL ME MORE Education
Installation choice
Install the server
Install server applications (TELL ME MORE Server, Server Manager)
Install client applications (Admin Tools, Tutor Tools, TELL ME MORE, Lesson Copier)
Previous
Next
Exit

15. Select **Install client applications (Admin Tools, Tutor Tools, TELL ME MORE, Lesson Copier)**.
16. Click on **Next**.



17. Confirm or modify the server name and the port number of the *http* server, then click on **Next**.

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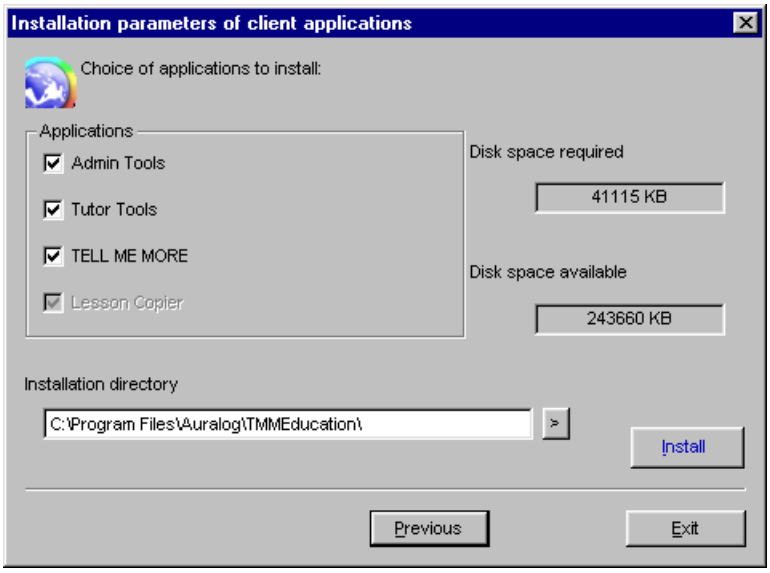

18. Select the application(s) to be installed.
***Note**:*
*If **Tutor Tools** and/or **TELL ME MORE** is selected, this entails an installation of **Lesson Copier**.*

Confirm or modify the directory in which the applications are to be installed. Check there is sufficient disk space available, then click on **Install**.
Different windows will inform you of the installation of each application. A general message will inform you when the installation of all the applications is finished.
If the system requires the database access drivers to be updated, the **MDAC** application will be suggested as a means of doing this. Follow the various instructions to update the drivers.

***Caution**!*
You must restart the computer once installation has been completed.

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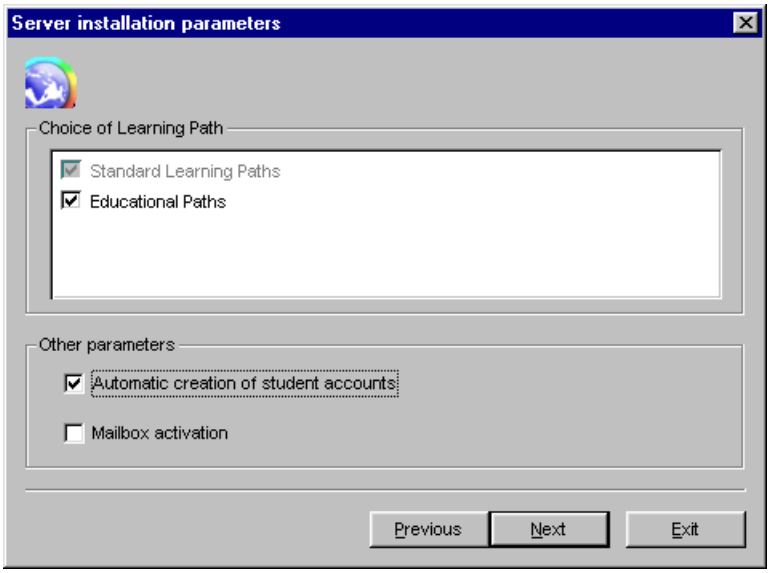
For single workstation licences

***Note**:*
*Ensure you have first carried out steps **1** to **4** of the **Installation of TELL ME MORE® Education** section.*



This screen allows the activation/deactivation of certain parameters in **TELL ME MORE® Education**.

Parameter	Status (by default)	Description
Choice of Learning Path *(Learning Paths available in the Guided Mode of **TELL ME MORE®**)*		
Standard Learning Paths	Activated (non modifiable)	There is a Standard Learning Path for each language and each Lesson Family.
Educational Paths	Activated (modifiable)	Specific Learning Paths.
Other parameters		
Automatic creation of student accounts	Activated *(only modifiable after being installed in **Server Manager**)*	When this parameter is activated, a student account is automatically created (in **Admin Tools**, according to the default values) when the student identifies themselves at the start of **TELL ME MORE®**.
Mailbox activation	Deactivated *(only modifiable after being installed in **Server Manager**)*	When this parameter is activated, students and Tutors can communicate by e-mail.

1. To activate/deactivate a parameter, click on the corresponding box.
2. Click on **Next**.

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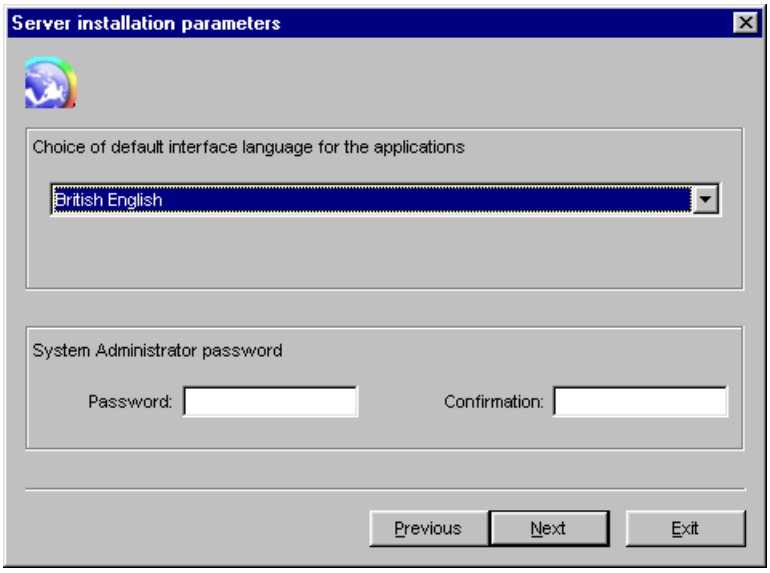
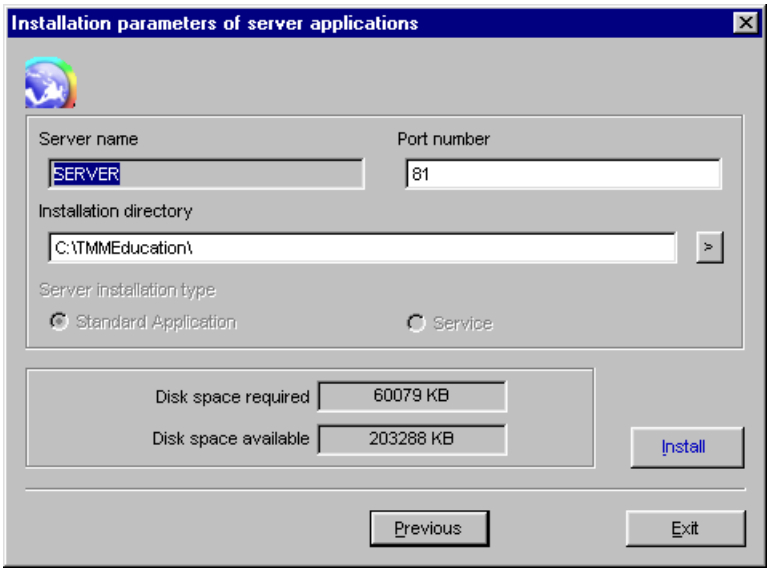


3. Select the default interface language of the server and client applications (i.e. the language in which the on-screen instructions will be given).
4. You also have the option of typing in a password (max. 16 characters) for the Administrator applications of **TELL ME MORE® Education** (**Server Manager**, **Admin Tools**, **Lesson Copier** and **Auxiliary Lesson Server**).
5. Click on **Next**.



6. Confirm the server name, as well as the port number of the *http* server (which can be modified if necessary).
7. Either confirm or modify the directory in which you wish to copy the files necessary for **TELL ME MORE® Education**.
8. Select the server installation type.

Caution!
*This parameter is only modifiable if the installation is carried out on a workstation equipped with Windows® NT, 2000, XP or 2003. In all other cases, the **Standard Application** is selected by default and is non-modifiable.*
*Note: installing the server applications under the **Service** installation type allows them to function without having to open Windows®.*

9. Check there is sufficient disk space available, then click on **Install**.

Different windows will inform you of the installation of each application. A general message will inform you when the installation of all the applications is finished.
If the system requires the database access drivers to be updated, the **MDAC** application will be suggested as a means of doing this. Follow the various instructions to update the drivers.

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Caution!
You must restart the computer once installation has been completed.

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To start the TELL ME MORE Server

If you have restarted the computer after completing the installation, the **TELL ME MORE Server** begins running automatically.
If this does not occur, if the **TELL ME MORE Server** is installed as a **standard application**, go into the menu **Start\Programs\TELL ME MORE Education\Applications** and select **TELL ME MORE Server**.
If the **TELL ME MORE Server** is installed under the **Service** installation type (for Windows® NT/2000/XP/2003):
- Go into the **Start** menu.
- Select **Parameters\Control Panel\Services** (or **Control Panel\Admin Tools\Services**).
- Select **TELL ME MORE 7 EDUCATION**.
- Click on **Start**.

Uninstalling the TELL ME MORE® Education applications

To stop and uninstall the server applications

***Note**:*
*Before uninstalling an application, check all applications linked to **TELL ME MORE® Education** have been closed, especially **TELL ME MORE Server**.*

To stop the TELL ME MORE Server

There are two possible cases:
- when the **TELL ME MORE Server** is installed as a **standard application**, right-click on the server icon in the toolbar in the bottom right-hand corner of the screen, then click on **Exit**. Confirm by clicking on **OK**.
- when the **TELL ME MORE Server** is installed under the **Service** installation type (only for Windows® NT/2000/XP/2003), the service must be stopped.

To stop the service under Windows® NT	- Go into the **Start** menu; - select **Parameters\Control Panel\Services**; - select **TELL ME MORE 7 EDUCATION**; - click on **Stop**.
To stop the service under Windows® 2000/XP/2003	- Go into the **Start** menu; - select **Parameters\Control Panel\Admin Tools\Services**; - double-click on **TELL ME MORE 7 EDUCATION**, then click on **Stop**.

To uninstall the server applications

- Go into the **Start** menu.
- Select **Programs\TELL ME MORE Education\Uninstall\Server applications**.

To uninstall Admin Tools, TELL ME MORE®, Tutor Tools or Lesson Copier

***Note**:*
*Before uninstalling an application, check all applications linked to **TELL ME MORE® Education** have been closed, especially **TELL ME MORE Server**.*

- Go into the **Start** menu.
- Select **Programs\TELL ME MORE Education\Uninstall**, then click on the name of the application you want to uninstall.

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SERVER MANAGER

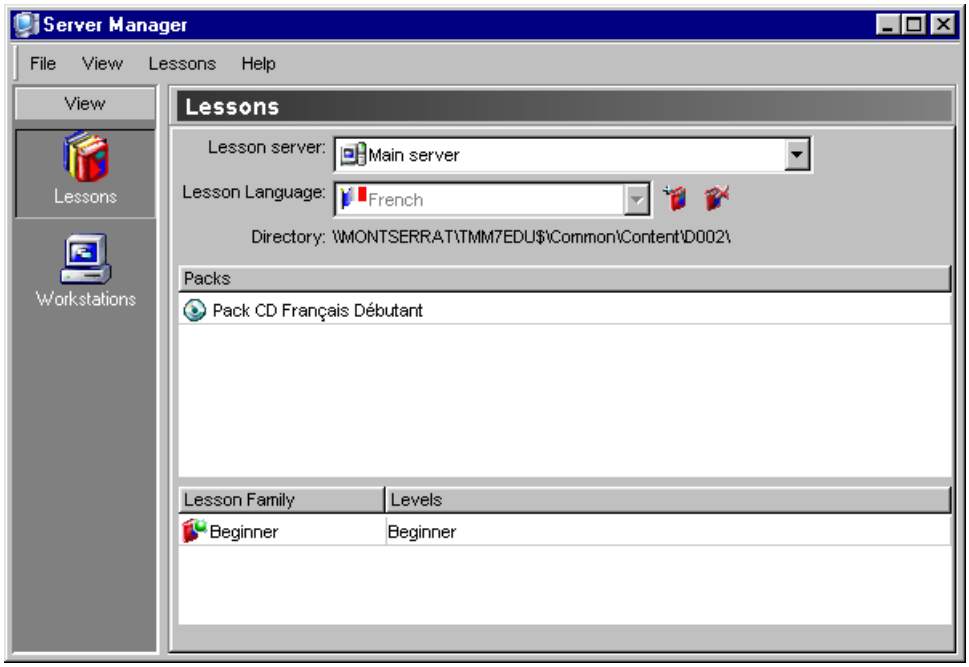
Once **TELL ME MORE® Education** has been installed, you can run the **Server Manager** application in order to define the parameters necessary for **TELL ME MORE® Education**.
This application allows you to:
- define the system parameters;
- organise the lessons (add and delete);
- organise the workstations (add, modify, remove);
- organise the licences (add, remove).

To run Server Manager

Caution!
*Check the **TELL ME MORE Server** is running before running any other application. To know more about this, refer to the **To start the TELL ME MORE Server** section.*

- Go into the **Start** menu.
- Select **Programs**.
- Select **TELL ME MORE Education**.
- Select **Applications**, then **Server Manager**.

Type in the password (if one was defined during installation), then confirm by clicking on the green tick.



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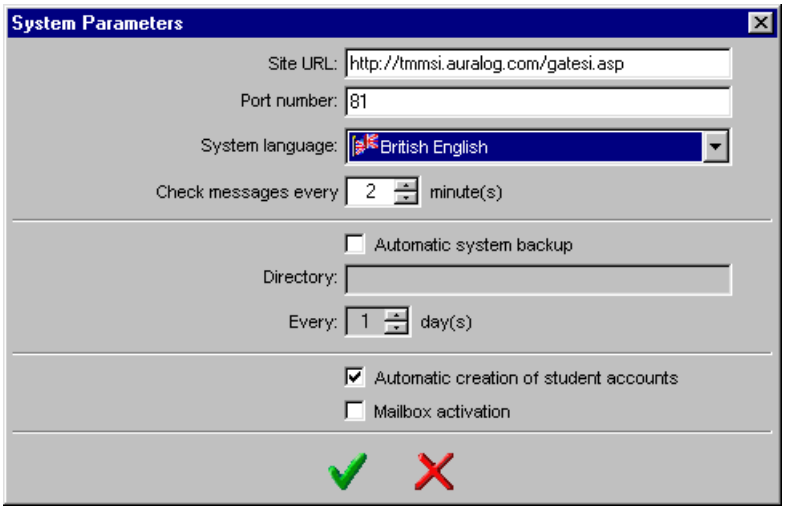
To define or modify the system parameters

Certain system parameters have been defined during the installation of **TELL ME MORE® Education**. This screen enables these parameters to be modified, as well as allowing the definition of other parameters.

➢ Select the menu **File/System parameters**.



Site URL	URL address of the site which **TELL ME MORE®** links to when the student accesses the **Online Services** in **TELL ME MORE®**. By default, it is the **Club Auralog** site. You can modify the URL address if you want to provide access to another site.
Port number	*Http* server port number. This information is given during installation.
System language	Language of the different applications' identification screens and the default language used for the creation of student or Tutor accounts.
Check messages every xxx minute(s)	Time interval between checks for new e-mail by the server.
Automatic system backup	Backup of all system directories. This parameter is deactivated by default.
	Caution! *The backup takes place at approximately 2 am. The server must not be switched off if the backup is to be correctly carried out.*
Directory	If you activate the automatic system backup, type in the access path of the directory (local or network) where you want the backup to be stored.
Every xxx day(s)	Time interval (in days) between two automatic system backups.
Automatic creation of student accounts	When this parameter is activated, a student account is automatically created (in **Admin Tools**, according to the default values) when the student identifies themselves at the start of **TELL ME MORE®**. This parameter is defined during installation and can be modified here.
Mailbox activation	When this parameter is activated, students and Tutors can communicate by e-mail. This parameter is defined during installation and can be modified here.

Carry out the modifications, then confirm the changes by clicking on the green tick.

To modify the Administrator Account

This function enables you to modify the interface language of the Administrator applications (**Server Manager, Admin Tools, Lesson Copier** & **Auxiliary Lesson Server**) and/or the password defined during installation.

➢ Select the menu **File/Administrator Account**.

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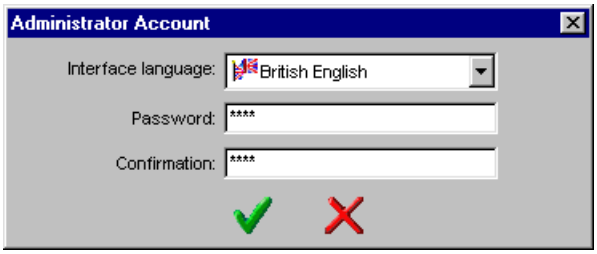

- Select, if necessary, the new interface language from the drop-down menu.
- Type in a new password (max. 16 characters), then confirm by clicking on the green tick.

If you have forgotten your password, refer to the procedure described in the FAQ (Frequently Asked Questions) in the **AurDoc** directory on the root directory of the Installation CD-ROM.

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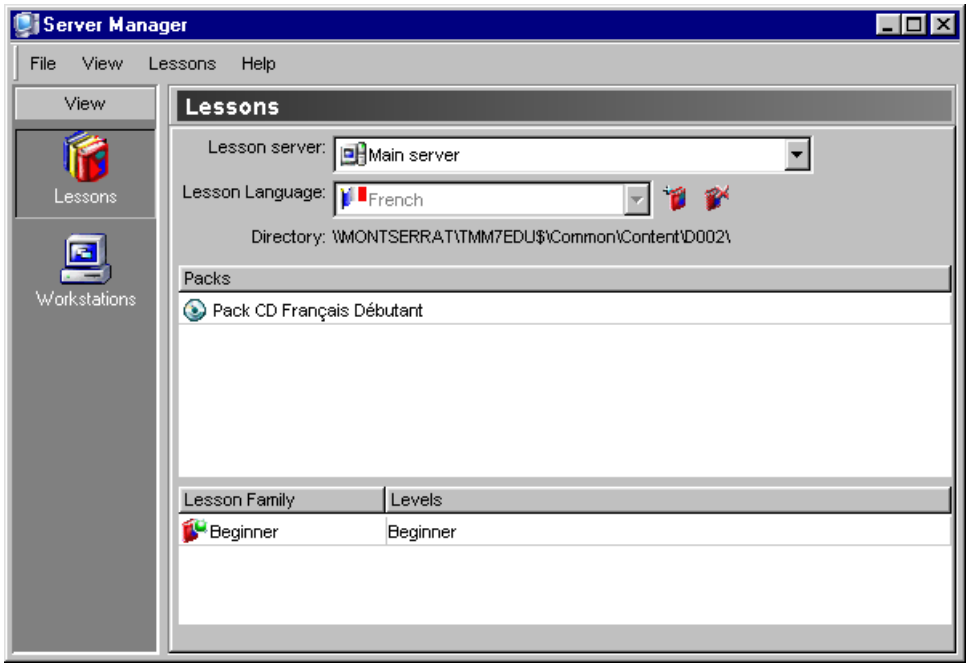
Lessons

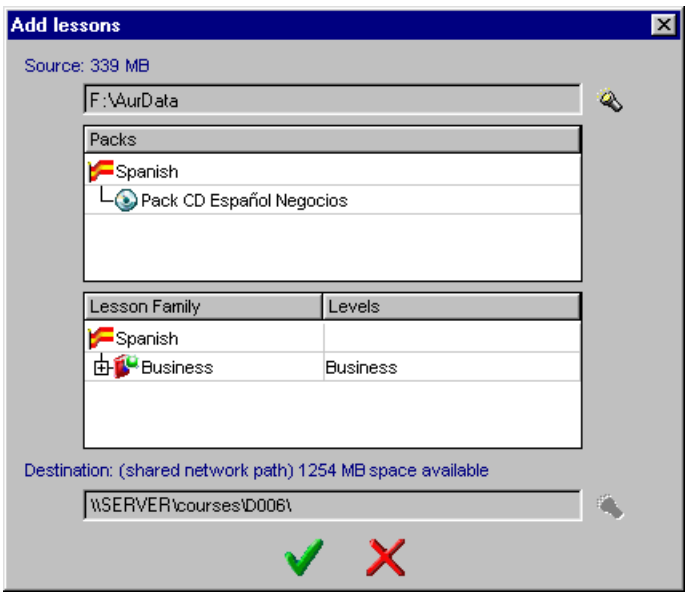
This function enables you to:
- copy the lesson content onto the main server;
- declare one or more auxiliary lesson servers (to know more about this, refer to the **Auxiliary Lesson Server** section);
- view the whole lesson content installed on the main server, as well as on the auxiliary lesson server(s);
- remove lesson languages from the main server.



To copy the lesson content onto the main server

Caution!
*The **Server Manager** application allows you to add lessons onto the main server only. To add lessons onto an auxiliary server, you must use the **Auxiliary Lesson Server** application.*

➢ Click on the icon **Add lessons** .



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➢ Click on the icon **Directory** to select the source directory, entitled **AurData** (on the CD-ROM), where the lesson content you want to copy onto the main server is located.

Caution!
The disk space required (in MB) to copy the source directory is approximate. This figure may vary depending on the partition of the hard disk on which you copy the lesson content.

➢ Select the directory in which you would like to copy the lesson content. By default, **Server Manager** proposes the server directory. This entails either:
- a shared directory with complete access where a multi-workstation licence is concerned. If you want to copy the lessons into another directory, you must first create it and share it with complete access (example: \\CourseServer\Courses\…).
- or a local directory where a single workstation licence is concerned.

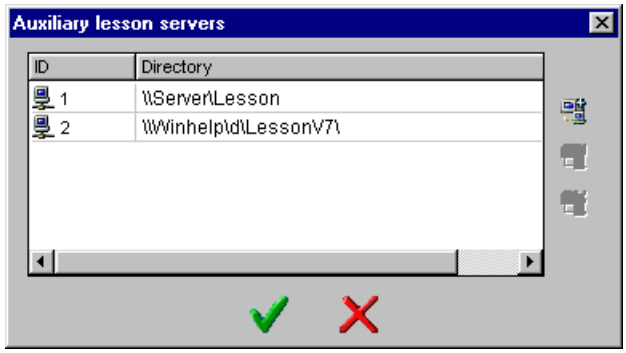
Caution!
All lessons in the same language must be copied into the same directory.
For single workstation licences, this directory must be a shared network path with complete access.

To organise the auxiliary lesson servers

Caution!
This function is not available under the terms of a single workstation licence.

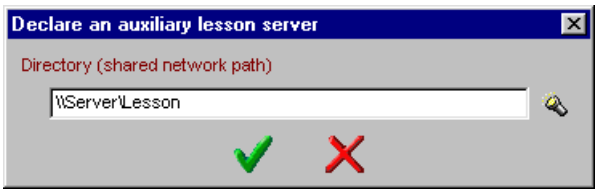
If you have copied the lessons onto an auxiliary lesson server using the **Auxiliary Lesson Server** application (to know more about this, refer to the **Auxiliary Lesson Server** section) and the **TELL ME MORE Server** application has not been run, this server must be declared to the main server.

On the **Lessons** window, select the menu **Lessons/Auxiliary lesson servers**.
The list of auxiliary lesson servers already on the network will appear.



To declare an auxiliary lesson server

➢ Click on the icon **Declare an auxiliary lesson server**.



➢ Click on the icon **Directory** to select the directory into which the lesson content has been copied.

Caution!
This directory must be accessible by a shared network path (example: \\Server\Courses\english…)

➢ Confirm by clicking on the green tick.

To modify the access directory to an auxiliary lesson server

➢ Select the directory, then click on the icon **Modify the access directory to an auxiliary lesson server**.

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- Carry out the modifications, then confirm the changes by clicking on the green tick.

To remove one or more auxiliary lesson servers

- Select the lesson server(s) that you no longer want to declare as auxiliary lesson servers, then click on the icon **Remove the auxiliary lesson server(s) selected** .
- Confirm by clicking on the green tick.

To view the lessons available on the lesson servers

- Select the **Lesson Server** whose content you want to view from the drop-down menu.
- Select the **Lesson Language** if several lesson languages are available on the server.

A list of the different packs installed will be displayed in the lower part of the window. You can also view the Lesson Families it contains and the levels concerned. For an explanation of all these notions, refer to the **Glossary** at the end of the guide.

To remove lessons

***Note**:*
You can only remove the whole lesson content of a language.

- Select the lesson language you want to remove from the drop-down menu.
- Click on the icon **Remove lesson language** .

A message will appear asking you to confirm this choice. Click on the green tick to confirm the removal of the lesson language.

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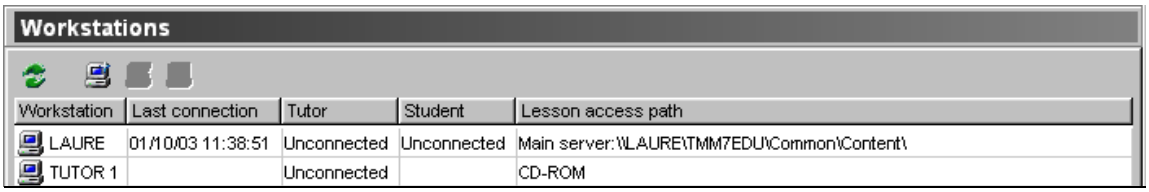
Workstations

This window allows you to:
- add workstations;
- view and update the list of workstations (student and Tutor) on the server;
- remove workstations.

***Note**:*
For single workstation licences, there is only one workstation for students and Tutors.



If the **TELL ME MORE Server** is running, the workstations are created automatically by default when a student or Tutor connects to the network.
If you declare access to the lessons from a server or a workstation and the lessons are not, in fact, available or accessible there, certain rules of priority concerning access are applied.

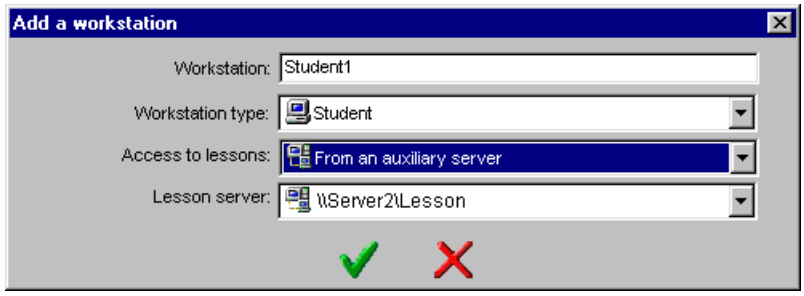
Student workstation	1. If access is from the **main server** and no lessons have been copied onto it, use the CD-ROM. 2. If access is through the **CD-ROM** drive and no CD-ROM has been inserted into it, an error message will appear. 3. If access is from an **auxiliary lesson server** and no lessons have been copied onto it or it is switched off, use the main server. If no lessons have been copied onto the main server, use the CD-ROM. 4. If access is **local** and no lessons have been copied onto this source, use the main server. If no lessons have been copied onto the main server, use the CD-ROM.
Tutor workstation	1. If access is from the **main server** and no lessons have been copied onto it, **Tutor Tools** will open, but without access to the lessons. 2. If access is from the **CD-ROM** drive and no CD-ROM has been inserted into it, **Tutor Tools** will open, but without access to the lessons. It is possible to insert a CD-ROM later and load it. 3. If access is from an **auxiliary lesson server** and no lessons have been copied onto it or it is switched off, use the main server. 4. If access is **local** and no lessons have been copied onto this source, use the main server.

To add a workstation

This function enables the declaration of workstations to the server and the definition of the lesson access path for each workstation. The number of student workstations is limited to the number of workstations permitted under the terms of licence.

Caution!
This function is not available under the terms of a single workstation licence if the workstation has already been declared to the server.

➢ Click on the icon **Add a workstation** .



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- Type in the name of the workstation you are adding.
- Select the workstation type from the drop-down menu (**Student**, **Tutor** or **Student and Tutor**).
- Select the type of access for the workstation you are adding.

Lesson access type	Comments
From the main server	The lessons are accessible from the main server. (default access type)
From a CD-ROM	The lessons are accessible from the CD-ROM, which must be inserted into the workstation's CD-ROM drive. ***Caution***! *This lesson access type could inhibit the availability of certain Learning Paths which require access to several Lesson Families.*
From an auxiliary server	The lessons are accessible from another workstation (than the main server) declared as being the auxiliary lesson server. You must select the auxiliary lesson server from the drop-down menu. ***Note***: *This option is not available under the terms of a single workstation licence.*
From a local source	The lessons are accessible from a local source on the workstation of the student or Tutor workstation. ***Note***: *This option is not available under the terms of a single workstation licence.*

- Confirm by clicking on the green tick.

To update the list of workstations

This function enables you to see the list of workstations (student and Tutor) on the server in real time.
You can also view:
- the workstations currently connected to the network and the time of their last connection;
- the lesson access path for each post.

- Click on the icon **Update the list of workstations** .

To modify a workstation

This function allows you to modify the workstation type or the lesson access type.

Select the workstation you want to modify, then click on the icon **Modify a workstation** . Click on the green tick to confirm the modifications.

Caution!
It is not possible to modify a workstation which is in use.

To remove workstation(s)

Select the workstation(s) you want to remove, then click on the icon **Remove one or more workstations** .
A message will appear asking you to confirm this choice. Click on the green tick to confirm the removal of the workstation(s).

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Licence management

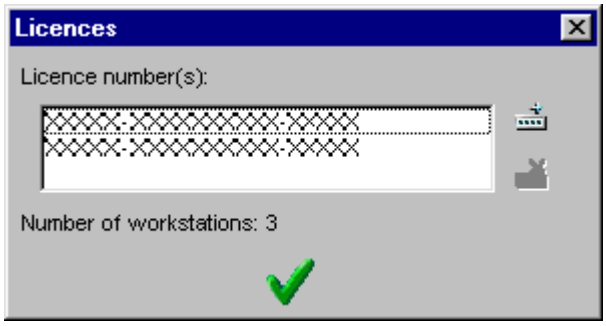
This screen allows you to:
- add a licence;
- view the licences and the number of student workstations currently authorised;
- remove a licence.

➢ Select the menu **File/Licences**.

To add a licence

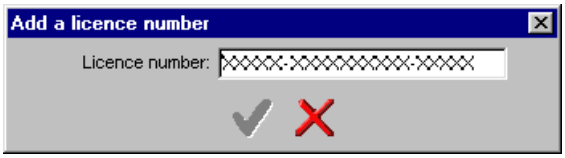
This function allows you to increase the number of authorised workstations.

Caution!
This function is not available under the terms of a single workstation licence.



The **Number of workstations** indicated corresponds to the total number of student workstations authorised under the terms of all licences.

➢ Click on the icon **Add a licence** .



➢ Type in the licence number.

➢ Confirm by clicking on the green tick.

To remove a licence

Caution!
This function is not available under the terms of a single workstation licence.

➢ Select the licence you want to remove, then click on the icon **Remove a licence** .

A message will appear to warn you the selected licence is to be removed. Confirm its removal by clicking on the green tick.
The licence will be removed from the list.

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LESSON COPIER

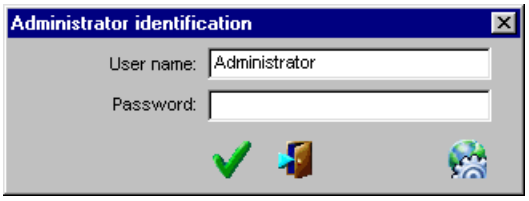
This application allows you to copy the lessons from the main server or CD-ROM onto a student or Tutor workstation. **Lesson Copier** is installed on the workstations which have had the **TELL ME MORE®** and/or **Tutor Tools** applications already installed on them.

Caution!
This function is not available under the terms of a single workstation licence.

To run Lesson Copier

Caution!
*Check the **TELL ME MORE Server** is running before running any other application. To know more about this, refer to the **To start the TELL ME MORE Server** section.*

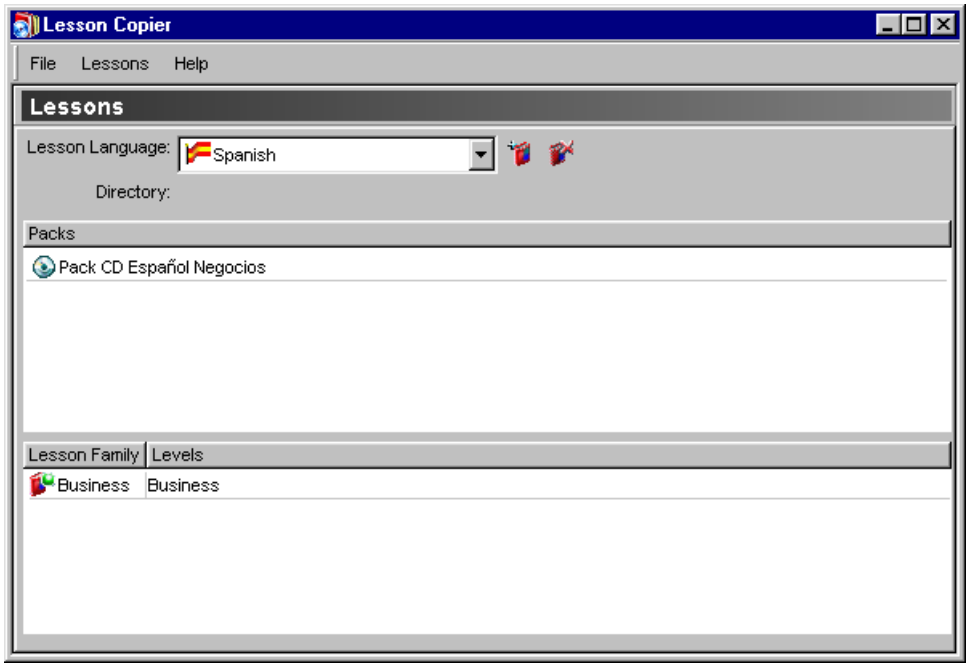
- Go into the **Start** menu.
- Select **Programs\TELL ME MORE Education\Applications.**
- Select **Lesson Copier.**



The user name 'Administrator' is defined by default and is non-modifiable.
Enter the Administrator password if one was defined during installation.

You can check and/or modify the server name and port number by clicking on the icon **Define server connection parameters** .

Confirm by clicking on the green tick.



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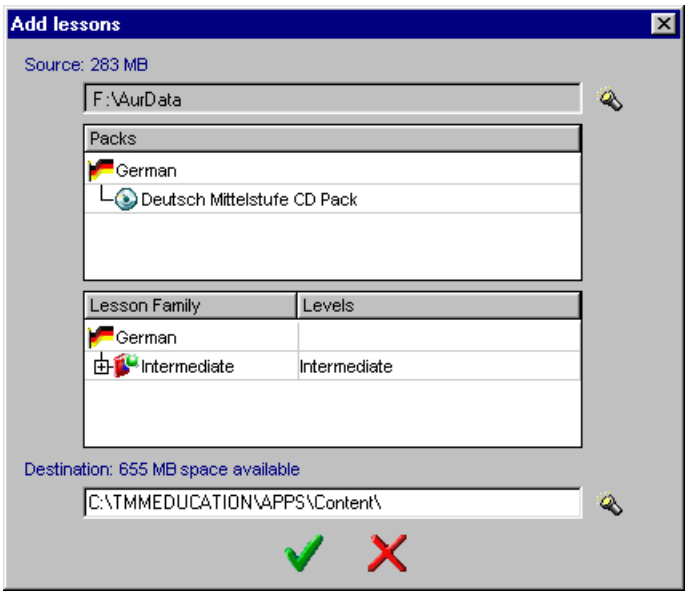
To add lessons

From a CD-ROM

➢ Click on the icon **Add lessons** .



➢ Click on **Directory** to select the source directory, entitled **Aurdata** (on the CD-ROM), where the lessons you want to copy onto the student or Tutor workstations are located.

Caution!
The disk space required (in MB) to copy the source directory is approximate. This figure may vary depending on the partition of the hard disk on which you copy the lesson content.

➢ Select the directory into which you want to copy the lessons. By default, **Server Manager** proposes the local directory: C:\TMMEducation\Apps…

Caution!
All lessons in the same language must be copied into the same directory.

To obtain a detailed description of the lessons in a Lesson Family, double-click on the corresponding line.

From the main server

This function allows the whole lesson content of the main server to be copied onto a student or Tutor workstation.

Caution!
This copy will delete all existing lessons on the student or Tutor workstation.

Select the menu **Lessons/Copy the main server content**.
The existing lessons on the student or Tutor workstation are deleted to enable the main server lesson content to be copied.
Confirm by clicking on the green tick.

To remove lessons

Note:
You can only remove the whole lesson content of a language.

➢ Select the lesson language you want to remove from the drop-down menu.

➢ Click on the icon **Remove lesson language** .

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A message will appear asking you to confirm this choice. Click on the green tick to confirm the removal of the lesson language.

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AUXILIARY LESSON SERVER

This application allows you to copy the lessons from the main server or CD-ROM onto an auxiliary lesson server, in order to share the lessons accessible through the network among different machines. This application requires special installation procedures. To know more about this, refer to the **To install the Auxiliary Lesson Server application** section.

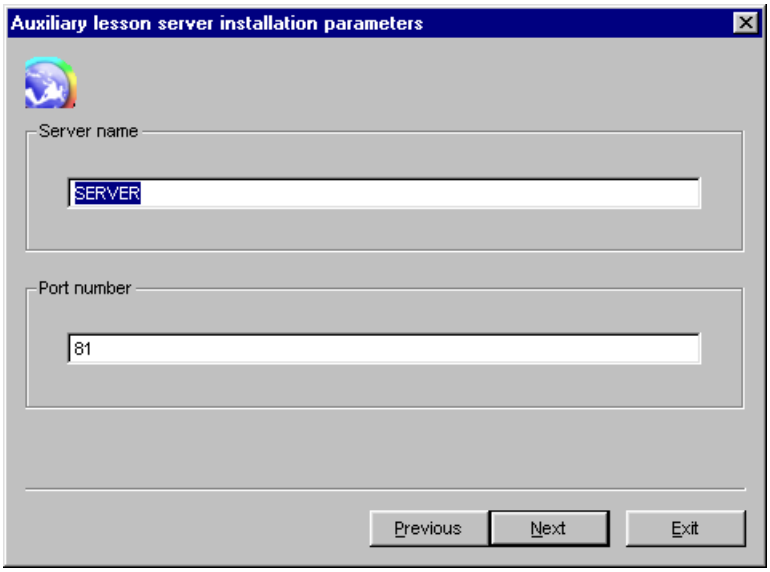
Caution!
This application cannot be used under the terms of a single workstation licence.

To install the Auxiliary Lesson Server application

Caution!
*Check the **TELL ME MORE Server** is running before installing. To know more about this, refer to the **To start the TELL ME MORE Server** section.*

***Note**:*
*It is possible to install several **Auxiliary Lesson Server** applications on the same workstation. This is useful when installing several auxiliary lesson servers on non-Windows® servers.*

1. Insert the Installation CD-ROM into the CD-ROM drive. The installation executable (**AuxServer.exe**) can be found in the directory **AurTech\AuxServer** on the root directory of the CD-ROM.
2. Click on **Next** on the welcome page.



3. Confirm or modify the **TELL ME MORE® Education** server name and the port number, then click on **Next**.

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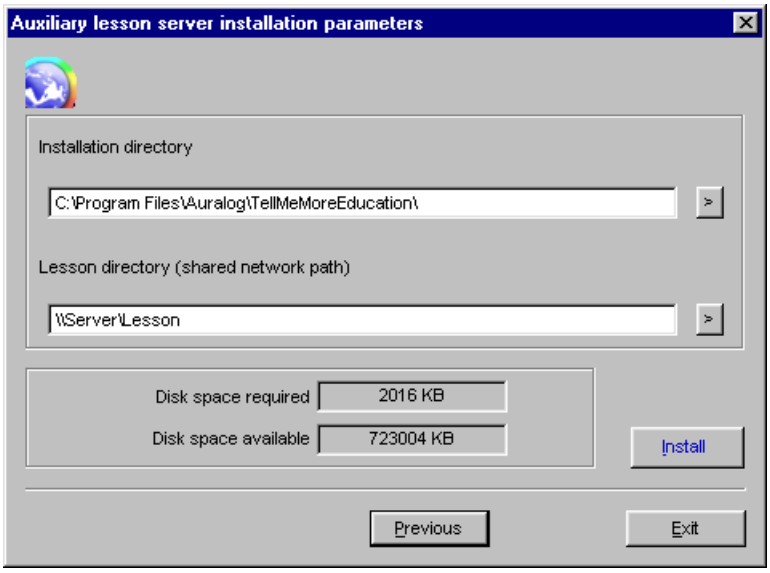


4. Confirm and/or modify the installation directory into which you want to copy the files necessary for the auxiliary lesson server to function.
5. Select the directory into which you want to copy the lessons. This directory must be shared with complete access and accessible through a network path.
6. Check there is sufficient disk space available, then click on **Install**.

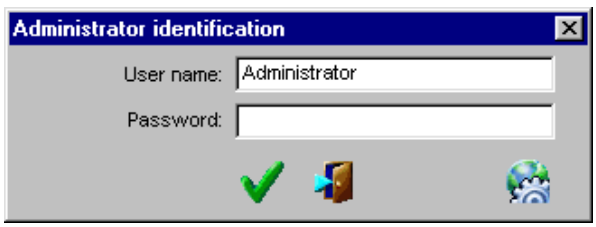
A message will inform you when installation of the application has been completed.
If the system requires the database access drivers to be updated, the **MDAC** application will be suggested as a means of doing this. Follow the various instructions to update the drivers.

To run the Auxiliary Lesson Server application

Caution!
*Check the **TELL ME MORE Server** is running before running any other application. To know more about this, refer to the **To start the TELL ME MORE Server** section.*

- Go into the **Start** menu.
- Select **Programs\TELL ME MORE Education\Applications.**
- Select **Auxiliary Lesson Server.**

Note:
If the application is installed several times on the same workstation, the icons are numbered in the program group.
Example:
Auxiliary Lesson Server
Auxiliary Lesson Server 2



The user name 'Administrator' is defined by default and is non-modifiable.
Enter the Administrator password if one was defined during installation.

You can check and/or modify the server name and port number by clicking on the icon **Define server connection parameters** .

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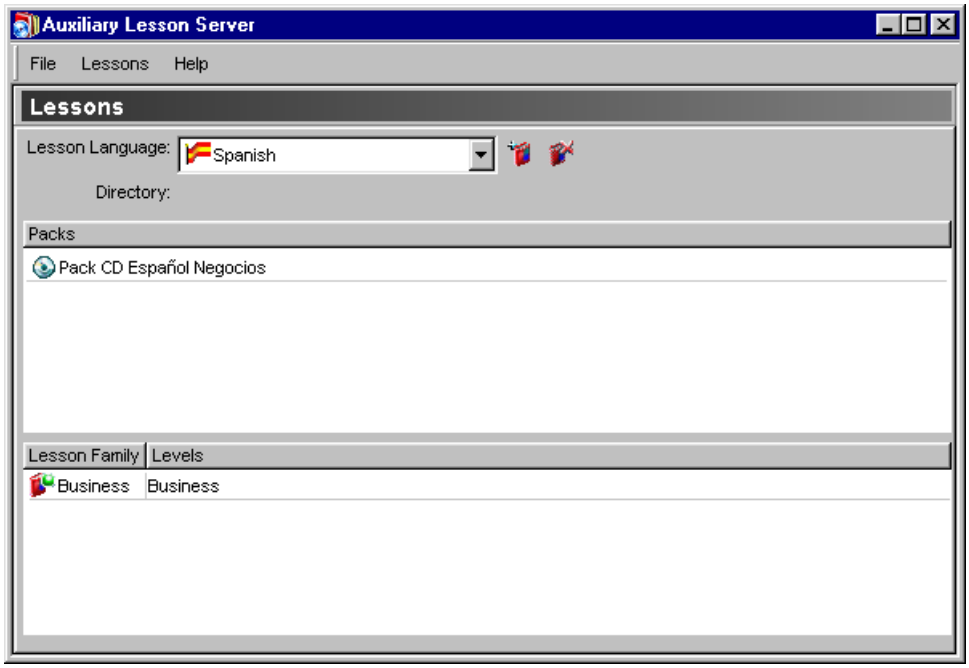
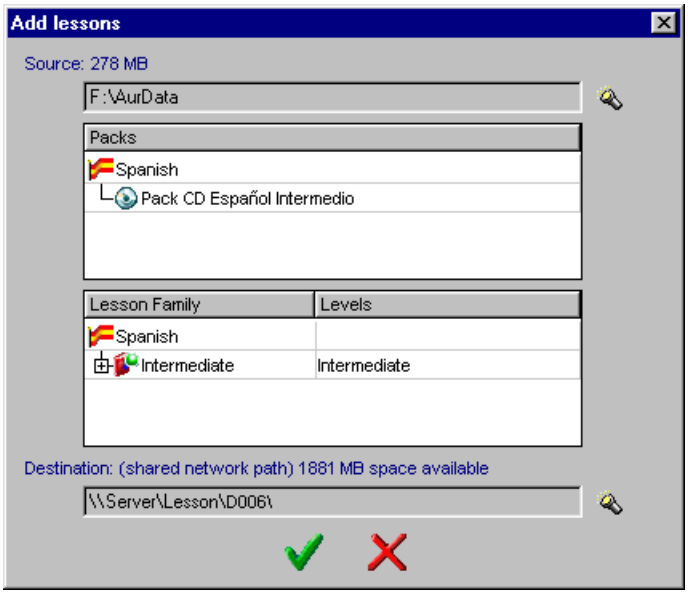
Confirm by clicking on the green tick.



To add lessons

From a CD-ROM

Click on the icon **Add lessons** .



- Click on **Directory** to select the source directory, entitled **Aurdata** (on the CD-ROM), where the lessons you want to copy onto the auxiliary lesson server are located.

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Caution!
The disk space required (in MB) to copy the source directory is approximate. This figure may vary depending on the partition of the hard disk on which you copy the lesson content.

➢ Select the directory into which you want to copy the lessons. The directory defined during installation is proposed by default. If you want to copy the lessons into another directory, you must first create it and share it with complete access (example : \\courseserver\courses\…).

Caution!
All lessons in the same language must be copied into the same directory, which must be accessible through a shared network path with complete access.

To obtain a detailed description of the lessons in a Lesson Family, double-click on the corresponding line.

From the main server

This function allows the entire lesson content to be copied from the main server onto the auxiliary lesson server.

Caution!
This copy will delete all existing lessons on the auxiliary lesson server.

Select the menu **Lessons/Copy the main server content**.
The existing lessons on the auxiliary lesson server are deleted to enable the main server lesson content to be copied onto it.
Confirm by clicking on the green tick.

To remove lessons

Note:
You can only remove the whole lesson content of a language.

➢ Select the lesson language you want to remove from the drop-down menu.

➢ Click on the icon **Remove lesson language** .

A message will appear asking you to confirm this choice. Click on the green tick to confirm the removal of the lesson language.

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Technical support

If you have difficulty installing **TELL ME MORE® Education** or using the various applications either:
- refer to the FAQ (Frequently Asked Questions) available in the **AurDoc** directory on the root directory of the Installation CD-ROM and regularly updated at www.auralog.com,
- contact your supplier or Auralog's technical support team who will help you find a solution.

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Glossary

Client application	Client workstation software receiving and sending information from/to a distant server.
Server application	Server workstation software receiving and sending information from/to one or more client workstations.
Lesson Family	Course grouping according to ability level (e.g. English Beginner), theme (Business) or both characteristics combined (Business Beginner).
Shared network path	Access path to a directory available on the network; identified as \\workstationname\directoryname\…
Local path	Access path to a directory stored locally; identified as C:\directoryname\….
Lesson Copier	Application enabling the copying of **TELL ME MORE®** lessons onto a student or Tutor workstation.
Single workstation licence	Licence which only authorises one workstation.
Multi-workstation licence	Licence which authorises multiple workstations.
Difficulty level	Lesson difficulty level (Beginner, Intermediate, Advanced, Expert).
Pack	Support where lessons are located (e.g. CD-ROM).
Server Manager	Application enabling configuration of **TELL ME MORE® Education** server system: - modification of system parameters and *http* server; - add/remove lessons on a server; - add/remove a licence number; - list of workstations authorised to connect to the network (can also remove workstations to allow different ones to connect); - organisation of servers and auxiliary lesson servers and definition of lesson access parameters for each workstation.
Auxiliary Lesson Server	Application allowing **TELL ME MORE®** lessons to be copied onto a file server to enable network lesson access.
Main server	Computer which provides a base for the applications or shared data destined for use on the network.
TELL ME MORE Server	*Http* server application (communication protocol allowing development of client/server applications).

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